

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

## Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0227128	10. Budget Program Number 29115		Agency Number
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position)		
3. Division East Region			12. Proposed Class Title Public Service Administrator I		Position Number
4. Section SE Kansas	For  Use  By  Personnel  Office	13. Allocation			
5. Unit Operations		14. Effective Date			
6. Location (address where employee works)		15. By	Approved		
City County					
7. (circle appropriate time) Full time X Perm. Inter. Part time Temp. %	16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM To: 5:00 PM		17. Audit Date: By: Date: By:			

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Kim Dieckmann	PSA III	K0227024

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Kim Dieckmann	PSA III	K0227024

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Work is of a diversified nature that usually involves multiple unrelated steps. Instructions are given either in written or verbal form with specific outcomes described. Employee support is provided by regulations, policies and procedures. Assignments are generally given as goals or general program objectives.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
10%	E	<p><b>Operation Management:</b> On a Regional basis, when the Regional Facility Manager is unavailable, employee serves as their back up. In the Service Center Manager's absence, will make critical decisions and responsible for the completion of ongoing projects in their absence. Functions as Facility Manager's assistant and as such is available to direct and assure completion of any project assigned by the Regional Facility Manager. At the direction of the Regional Manager or Assistant Regional Directors, prepares conference rooms for stake holder's meetings conducted by the Secretary of DCF and other special events. Ensures rooms are properly set up and arranges for special accommodations for attendees and local media personnel. Assists Customer Service by analyzing and researching complex customer service issues.</p> <p><b>Facility Management:</b></p>
30%	E	<p>Inspects office space for irregularities, notifies Facilities Manager of any problems associated with the building structure, mechanical systems, plumbing, electrical or any other malfunctions which interferes with the safety of employees or the basic work environment. Establishes work priorities for and directs the work of building maintenance personnel and monitors performance to ensure effective use of their time and completion of necessary maintenance work and special projects. Acts as an agency contact person for the reporting of all above mentioned problems and maintains a log of all trouble or hazard reports.</p>
30%	E	<p>Manage, design and assist with office environments throughout region to provide employees with safe, attractive and comfortable workstations. Dismantle and reconstruct Herman Miller workstations to address reasonable accommodation requests and to meet space utilization needs of the Regional office. Move office furniture, equipment, file cabinets and file boxes as needed. Distribute office supplies and equipment timely. Put together shelving units and maintain clean, organized and safe storage areas for office supplies, closed records, excess equipment and furniture. Monitor for unsafe and/or unsightly furniture or equipment and replace or correct timely. This includes replacing missing or broken HM components. Monitor for physical HIPPA security violations caused by office furniture arrangement or equipment placement and recommend corrections to Regional Facilities Manager.</p> <p>Responsible for the planning, coordination with other staff, and the execution of East Regional moves. This includes notification of staff and corresponding affected lines of business necessary to carry out a smooth operational move, and directing staff to complete the moves.</p>
20%	E	<p><b>Contract Management:</b> Responsible for the day to day monitoring of the performance of contractors to ensure satisfactory completion of all terms of the contract and to afford adequate protection of DCF staff, customers, and property. Works directly with the contractors to make decisions regarding personnel and necessary procedural changes in order to meet the terms of the contractual agreement. Maintains a record file of all irregularities reported on the agency designated form as well as performance reports regarding the contractor. Periodically conducts a quality control check of janitorial staff's daily cleaning of restrooms, break areas, stair towers, lobby area, and vacuuming and spot cleaning of all carpeted areas. Meets with janitorial contractor to discuss any deficiencies and develops corrective action plan with contractor. Assists the Regional Facilities Manager with HVAC, elevator, and vending machine contractors in him/her absence.</p>
10%	E	<p><b>Other</b> Duties assigned by the Assistant Regional Director of Operations, Facilities Manager or Regional Director.</p>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.  
(x) Plans, staffs, evaluates, and directs work of employees of a work unit.  
( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.  
( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.  
(X) Major program failure, major property loss, or serious injury or incapacitation.  
( ) Loss of life, disruption of operations of a major agency.

Please give examples.

Failure for Program Staff to provide DCF services

Could result in risk to health and/or life of clients, potential loss of federal funds, and wasteful resources.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with region staff, public, landlords, Central Office Staff and contractors.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

This position will be required to physically move furniture, supplies and equipment which could result in neck, shoulder or back injury.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Computer, printer, telephone daily, vehicle for business travel

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**PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Six months of experience in providing direction necessary to implement the objectives of an agency, program or organizational unit. Education may be substituted for experience as determined relevant by the agency.

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Education or Training - special or professional

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Licenses, certificates and registrations

Must gain and maintain security clearance and valid driver's license

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Special knowledge, skills and abilities

Must be able to lift 50 lbs.

Frequent travel between DCF offices within the state required.

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Experience - length in years and kind

Experience communicating with contractors in a problem solving or customer relations capacity.

Ability to read and interpret procedures and policies.

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Employee is instructed to use standard safety devices available for machinery and equipment. All employees are instructed to follow industrial, safety and health guidelines, e.g., using proper lifting techniques, using dollies and/or other devices to distribute equipment, computer breaks to rest eyes and stretch, wrist rests for computer keyboards, seatbelts for automobiles, etc. Employees are instructed to maintain environmental awareness during field work to avoid or otherwise prevent or minimize unsafe situations and unsafe personal contact. Employees are cautioned to execute strict key/code control for agency facilities and lock all doors after normal duty hours.

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date